

FISCAL YEAR 200**SCHOOL FOOD AUTHORITY/FOOD SERVICE MANAGEMENT COMPANY**
RENEWAL ADDENDUM CHECKLIST

School Food Authority _____ FSMC _____

Agreement # _____

() A. ORIGINAL FOOD SERVICE MANAGEMENT COMPANY ADDENDUM THAT INCLUDES:

- ☐ required addendum language
☐ effective date of addendum
☐ **ORIGINAL** signatures for each signing party
☐ dates of execution for each signing party
☐ current management/administrative fee(s) (even if unchanged)
☐ current school food authority subsidy/return or no cost guarantee (if applicable)

ATTACHMENTS

- ☐ completed Debarment/Suspension Certificate
☐ completed Certificate of Independent Price Determination (**signed** by the school food authority **and** food service management company)
☐ completed Disclosure of Lobbying Activities
☐ completed Certification Regarding Lobbying
☐ Any Exhibits Referenced in the Addendum

AND:**() B. Completed Food Service Management Company Addendum Required Language Checklist (Appendix C—Form #18).****AND:****() C. COMPLETED INDEX RATE FORM (Form #272)****AND:****() D. PUBLIC SCHOOL FOOD AUTHORITIES**

- ☐ Board Minutes – A true copy of dated official board minutes renewing the food service management company contract must include:
☐ **THE MANAGEMENT/ADMINISTRATIVE FEE(s) EXACTLY AS IT APPEARS IN THE ADDENDUM**
☐ The school food authority's guaranteed subsidy/return or no cost guarantee **EXACTLY** as it appears in the addendum (if applicable).
☐ **CERTIFYING** statement
☐ **ORIGINAL** signature of board secretary

-OR-**NONPUBLIC SCHOOL FOOD AUTHORITIES**

- ☐ Renewal Letter - An original dated letter on school letterhead renewing the food service management company contract must include:
☐ **THE MANAGEMENT/ADMINISTRATIVE FEE(s) EXACTLY AS IT APPEARS IN THE ADDENDUM**
☐ The school food authority's guaranteed subsidy/return or no cost guarantee **EXACTLY** as it appears in the addendum (if applicable).
☐ **ORIGINAL** signature of administrator

Submitted by: _____

Title: _____

Phone: _____

Fax: _____